

Income approvals (research and other activities)

	Activity type	Research (frascati) and Research-related				Other R&E Activities: Cont Ed (C)** , OSR (E) , Specific Grants (G), Funding Body Grants (H->F)			
	Code	R & RG codes	R & RG codes	R & RG codes	R & RG codes	C,E,G,H codes	C,E,G,H codes	C,E,G,H codes	C,E,G,H codes
Links	Total Project Value	Under £1m	£1m-£4m	£4m - £8m	Over £8m	Under £1m	£1m -£4m	£4m - £8m	Over £8m
	Costing Approval	RGO Grant Coordinator	Head of RGO (note 2)	ADR&E; capital accountant for Revenue	DR&E	HoD (dept.) or AD-R&E (Professional Services)	AD (R&E) or PVC /Assoc PVC	DR&E or PVC	DR&E or PVC
Application *	Outline Case Approval	HoD or DRC	HAA and AD R&E (research) or DR&E	HAA and DR&E and PVC-R	FD and PVC-R	HoD (dept.) or AD-R&E (Professional Services)	HAA and AD (R&E) or PVC /Assoc PVC	HAA and DR&E or PVC	HAA and DR&E or PVC
	Full Application Approval	HoD under £2m	PVC-R* £2m-£4m	UEB	Finance Committee	HoD or Assoc PVC (Dept.) or AD-R&E (Professional Services)	DR&E or PVC/Assoc PVC (as relevant eg apprenticeships)	UEB	Finance Committee
	Administrative Authority Signatory (where required by sponsor in addition to HoD or where VC/PVC-R approval made by another means)	Head of RGO Manager or delegate	DR&E or AD (Research)	FD or DR&E		AD (R&E) or DoRE	DR&E or PVC	FD or Chief Operating Officer	FD or Chief Operating Officer
	Tender Terms and Conditions Review and Approval	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts
	Grant standard acceptance (J-es etc)	RGO grant coordinator	Head of RGO and Capital Accountant if relevant			Where applicable RGO			
Collaboration Agreement Draft/Review	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	R&KE Contracts	
Contract Signatory	RGC Manager	AD R&E or DR&E			DR&E	DR&E	DR&E	DR&E or FD or PVC or Chief Operating Officer	
Confidentiality Agreement, MTA, MoU, heads of terms, non-financial IP licences signatory	Head of Commercialisation or Research & Knowledge Exchange Contracts or Contracts and Sponsorship Manager								
Clinical trials agreement signatory (sponsorship, insurance declarations, non-financial subcontracts)	Head of Research & Knowledge Exchange Contracts or Contracts and Sponsorship Manager				Not Applicable				
Commercialisation agreement Signatory (financial IP licences etc)	not applicable				DR&E				
Claim Institutional Signatory	RGO Grant Co-ordinator	RGO: Revenue elements (if relevant) by capital account			Invoices over £250k HoD or nominee				

Key (acronyms)

AD R&E (Research)	Associate Director R&E (not Associate Dean)
AD (Enterprise)	Associate Director of Enterprise (Amanda Selvaratnam)
DR&E	Director of Research and Enterprise
HoT	Head of Team
HAA	Head of Academic Accounting
RGO	Research Grants Operations
R&KEC	Research & Knowledge Exchange Contracts (formerly IP & Legal)

Notes

*	All projects must also refer to the "complex bids approval process"
**	This excludes apprenticeships (CA*) projects/workorders
NOTE	Deputy can always be the next more senior staff member
	Exception: Economic development team to check ERDF and ESF project pricing (also captured via major bids process)
	Grants including capital expenditure must follow the capital procedures